



# RESIDENTIAL BUILDING PERMIT SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

**Applications may not be accepted after 4:00 pm.**

☐ **Permit Application including the Critical Area**

**Worksheet** (attached). A critical area report may be required if a critical area such as a stream, wetland, or steep slope exists on or is adjacent to the site.

☐ **Submittal Fee: Based on valuation. See Development Handout titled *Construction Permit Fees*.**

☐ **Water Availability Certificate.** Required for all new residential construction and addition/remodel of residences where the total area exceeds 2,500 square feet. To obtain a Water or Fire Flow Certificate of Availability contact:

- City of Seattle Public Utilities (206) 684-5800
- Shoreline Water District (206) 362-8100
- The Highlands customers (206) 362-2100

☐ **Certificate of Sewer Availability.** Required for all new construction and additions (including carports, decks, etc.)

- Ronald Wastewater District (206) 546-2494
- The Highlands (206) 362-2100

☐ **Construction Drawings – Two (2) copies (24" x 36")** drawn to an architectural scale (e.g. 1/4" = 1' minimum size). Identify the building code editions used to design the project.

**Non-Structural**

- Detail heated and unheated square footage by floor level.
- Floor plans of each floor. Provide dimensions for all areas. For additions include floor plans of adjacent portions of the existing buildings.
- Elevations—all sides of structure. Include building height and average existing grade.
- Building and wall sections.
- Fire-rated assemblies and penetrations with details and listings.

**Structural**

- Foundation plan(s).
- Structural framing for all floors and roofs.
- Construction details with section cuts identifying where they can be located on the plans.
- Provide one plan sheet with shear wall schedule and location of all shear wall and holdown types.

**Additional Documents – Two (2) copies each**

- Completed *2009 Washington State Energy Code compliance forms* (attached).
- For those dwellings designed to the provisions of the International Building Code provide structural engineering calculations.

☐ **Site Plan – Two (2) copies (24" x 36") plus one reduced copy (maximum 11" x 17")** drawn to an engineering scale (e.g. 1"=20'). Interior work to the building only may not require a site plan. The site plan is used for land use and site development review. Additional copies of land use and site development plans may be necessary due to complexity. Any additions or alterations to buildings/structures or site conditions should be clearly identified by labels or notes. Changes in contour lines and other site features should be identified using heavier and darker lines.

**Provide the following on both land use and site development (civil review) plans. Separate plan sets may be necessary to address both land use items and site development (e.g. drainage, right-of-way improvements, utilities, etc.):**

- Property (site) address and the name, address, and phone number of the person who prepared the drawing. Include project name if appropriate.
- Graphic engineering scale used and north arrow.
- Property lines and dimensions
- Structures on adjacent lots within 15' of property lines.
- Quantities of cut and fill.
- Critical areas and required buffers.
- All utilities (existing and proposed) from the point of connection to the site (including water, sewer, gas, power, and telecommunications).
- Work areas, clearing limits, material and soils stockpile areas, and erosion control methods.
- Location and dimensions of existing and proposed:
  - Easements such as drainage, access, utility, and open space. If known, include easement recording number.
  - Rights-of-way, including alleys and street names.

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The Development Code (Title 20) is located at [mrsc.org](http://mrsc.org)

- Buildings, including identification/use, projections, roof overhangs, covered breezeways, carports, and other accessory buildings.
- Demolished buildings.
- Building setbacks from front, side, and rear property lines.
- Location of rockeries and retaining walls.
- Location of fences.
- Access points to the right-of-way.
- Driveways, roads, walkways, and parking onsite.
- Patios, decks, and all other hardscape surfaces.
- Topographical Contours: draw at 2' spacing onsite and 5' spacing for 20' from property lines and on slopes over 15%.
- Drainage/surface water design, showing:
  - Flow paths of stormwater through the site.
  - Well, steep slope, stream, wetland, and septic system drain fields.
  - Drainage improvements (type, locations, elevations, dimensions).
  - Details for proposed drainage design.
- Right-of-way improvements: Location and dimensions of existing and proposed:
  - Fire hydrants and power poles within 150' of the property.
  - Water meters, street signs, edge of pavement, pavement width, ditches, sidewalk, landscaping, trees, curb, and gutter.
  - Details for proposed right-of-way work.

**Additional information for land use/zoning review:**

- Tree Retention Calculation Worksheet – Use only if trees are being removed. Show all trees on the site plan with location, size, species and dripline of trees within 20' of proposed project. Contact a Planner to determine if a separate tree retention plan by a qualified professional is required.

- Building Coverage and Hardscape Calculation Worksheet – Provide itemized calculations that show building coverage and hardscape totals and as percentages of the site area.
- Building Height – Calculate the building height based on the average existing grade. Show the height on the building elevations. For all residential structures over two stories in height, provide a reference datum point for the existing grade and show the average existing grade calculation on the site plan.

**Additional for site development review**

- Please note: Permits from other agencies are not required for permit approval, but approval of proposed utility locations from the water, sewer, and power providers is required. Utility plans must be legibly signed and dated by the utility to be approved.
- Surface Water Summary Form – Complete the form for *small or medium* impact projects, which is found in the Surface Water Small or Medium impact technical guidance pamphlet. The attached Surface Water Assessment Worksheet will help determine what level of drainage design you need.

☐ **Other permits that may be required include:**

- Demolition – for the removal of buildings or portions of buildings.
- Mechanical/plumbing – for heating and cooling equipment as well as water piping/plumbing fixtures.
- Electrical – modifications to or installation of electrical circuits and fixtures.
- Fire alarm/sprinkler – for the installation or modifications to fire sprinkler systems.
- Right-of-way – for working in the right-of-way including driveways.

**NOTES: Submit a right-of-way permit application with the Residential Building Permit when work in the right-of-way is required. This work can include utility installation, frontage improvements, driveway apron, or surface water improvements. Please see the checklist titled *Right-of-Way Permits*.**

**If the project is eligible for Built-Green, Energy Star or Home Energy Rating System (HERS) certification, please include a copy of the checklist.**

All submittal items must be legible. No pencil drawings will be accepted. Number each plan page consecutively and *staple them together* with the site plan as your first sheet. Incomplete applications will not be accepted.

City of Shoreline applications and submittal checklists may be downloaded from our website [www.shorelinewa.gov](http://www.shorelinewa.gov) under “Quick Links” select “Popular Links”, then select “Permits.”